



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 29, 2010 **Position Action #910-275M**

POSITION: **OFFICE TECHNICIAN (TYPING)**, Limited Term (24 Months), Full Time
Ten positions are available.

SALARY: \$2686 – \$3264

LOCATION: Southern California: Inglewood, Inland, Los Angeles, Orange
County, Oxnard, Pasadena, and San Diego

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes Receptionist and Mail Room duties to be performed on a rotating basis. The duties involve general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

- Answer telephone calls, receive and refer parties/visitors, and provide factual information to the public within specific subject matter areas and, following definite guidelines, properly document daily Administrative Law Judge docket by annotating parties present for hearings.
- Receive, process, distribute and dispatch mail, review decisions for format, make corrections as needed, copy and mail decisions following definite guidelines, i.e., empty mail bins, weigh and meter mail and deliver to proper mail facility.
- Generate daily disposition report by inputting closed case data in the computer, verifying the report for accuracy. File closed cases on shelf.
- Use computer to create form decisions, standard letters and legal documents, respond to EDD e-mail, taking appropriate action as required, input/retrieve information.
- Assist in training employees. File and/or purge closed cases. Maintain supplies. Operate copy machine and other office equipment. Correct simple typographical errors in decisions. Perform other clerical work as required.

Positions available in Record Control, Reception, and Registration.

WHO SHOULD APPLY:

Persons who are list eligible or who are currently in the class of Office Technician (Typing), or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION (Form 678) to:

CUIAB, Administrative Services/Personnel Section

Attn: Susan Williams, Associate Personnel Analyst

2400 Venture Oaks Way Ste. 400

Sacramento, CA 95833

PLEASE NOTE:

Please write PA #910-275M and the location(s) where you wish to work on your application.

All applications must include information about the basis of eligibility for appointment, including whether eligibility is based on list, transfer, or reinstatement. **Applications that do not have the PA # and location for which you are applying will delay consideration of your application.**

CONTACT: For more information about this position contact the following:

Inglewood location: Traci Hoyd, LSS II Phone: (310) 337-4302

Inland location: Linda Brown, LSS II Phone: (909) 987-2212

Los Angeles location: Vicki Paraguya, LSS II Phone: (213) 897-5267

Orange County location: Vivian Jacinto, LSS II Phone: (714) 562-5560

Oxnard location: Stella Fajardo, LSS II Phone: (805) 485-5389

Pasadena location: Linda Warren, LSS II Phone: (626) 304-7962

San Diego location: Maria Hidalgo, LSS II Phone: (619) 521-3300

FINAL FILING DATE: February 4, 2010

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